

Office of Massachusetts Attorney General Martha Coakley



Request for Proposals (RFP)

Promoting Health and Reducing Health Disparities Grants

Release Date: September 8, 2010

Response Due Date: October 22, 2010

Grant period January 3, 2011 through December 31, 2012

Office of Massachusetts Attorney General Martha Coakley
Request for Proposal (RFP)
Promoting Health and Reducing Health Disparities Grants

Release Date: Wednesday September 8, 2010

Response Deadline: 4pm, Friday, October 22, 2010

Grantor: Office of Massachusetts Attorney General Martha Coakley

Address: One Ashburton Place, Boston, MA 02108

RFP Name: AGO Health Grants

RFP Contact Person: Aaron Kravitz

Email: AGOgrants@state.ma.us

1. Summary.

The Office of Massachusetts Attorney General Martha Coakley (AGO) is pleased to announce the Promoting Health and Reducing Health Disparities Grants (Health Grants) opportunity.

Utilizing funds recovered by the AGO through several multistate consumer protection settlements, the Health Grant program will provide funding to local agencies and non-profit organizations to improve and promote health and reduce health disparities in underserved populations throughout the Commonwealth.

The AGO has allocated up to \$1.5 million to support this program. The AGO expects to issue grants in varying amounts, to multiple applicants. The maximum grant amount is \$250,000 over a 2-year period.

The deadline for application is Friday, October 22, 2010.

Award notifications will go out on or around Monday, November 22, 2010.

The grant period will commence on January 3, 2011, and end on December 31, 2012.

The AGO reserves the right to reopen this RFP for any reason, including to encourage development or expansion of programs in underserved geographic areas of the Commonwealth.

2. Background and Purpose.

This program is part of a series of competitive health-related grant opportunities offered by the AGO utilizing settlement funds obtained as a result of investigations of pharmaceutical manufacturers including Merck, Lilly and Pfizer. Previous programs funded by similar settlements include the [Prescription Drug Assistance Program](#) and the [Project YES Wellness](#) program.

This program is designed to advance the AGO's strategic health care priorities, which are also being advanced by the AGO's work in several areas including enforcement of health care laws, the [Community Benefits Program](#), and active participation on the [Health Care Quality and Cost Council](#), the [Healthy Mass Initiative](#), the [Betsy Lehman Center for Patient Safety and Prevention of Medical Errors](#), and the [Health Disparities Council](#).

The purpose of the Health Grants is to increase the capacity of municipal government agencies or boards and non-profit organizations within Massachusetts to address the following three specific priorities for underserved populations:

- reducing health disparities;
- managing chronic disease; and/or
- promoting wellness for underserved populations.

Advancing these initiatives will, in turn, support other priorities of the Office of the Attorney General, including supporting Massachusetts health care reform efforts and containing health care costs in Massachusetts.

3. Programs Eligible for Funding.

The Applicant must be either:

- a municipal government agency or board, or
- a non-profit organization that has met all current filing requirements and is in good standing with the Internal Revenue Service and the Attorney General's Public Charities Division.

Applications will be accepted from qualified applicant organizations that are seeking funding to expand or provide new programs for underserved populations which are in alignment with the AGO strategic health care priorities for underserved populations. Applicants are encouraged to develop programs in partnership with other non-profit organizations, including but not limited to hospitals or community health centers, to expand capacity and scope and leverage resources.

Applicants should propose data-driven, evidence-based programs. Examples of potential eligible programs include, but are not limited to:

- Programs that promote health and wellness and encourage healthy eating and health-supporting behaviors;
- Programs that develop health literacy in underserved populations to improve disease prevention and self-management; and/or
- Programs designed to improve the management of chronic diseases including but not limited to diabetes, asthma, COPD, heart disease and obesity.

4. Overview of Requirements of Grant Proposal.

Applications should include the following information clearly labeled as detailed below:

- a. Grant Application Cover Sheet;
- b. A brief description of the applicant, its leadership structure, the organization's mission statement and service area and a description of any prior work done in the program area for which you are seeking AGO grant funding, including best practices from previous programs and lessons learned;
- c. A description of i) the identified need for a health program in a target area, including any available data; and ii) the specific activities, services, interventions or projects designed to reduce health disparities, manage chronic disease and/or promote wellness in underserved populations;
- d. A description of the goals of the proposed health program. These goals should be specific, measureable, attainable, relevant and time-bound;
- e. A description of the methods to be used to evaluate the success of the program, tracking the measurable goals outlined in 9(d) above;
- f. A description of any financial and/or in kind resources leveraged (if applicable) and a statement affirming that this grant will supplement (and/or expand) and not supplant current efforts;
- g. A description of a clearly articulated and realistic sustainability plan to continue program efforts once this grant ends; and
- h. A detailed budget, for the entire two (2) year grant period, utilizing the form provided. Grants will be awarded in amounts up to \$125,000 for each of grant years 2011 and 2012. **All applicants** are required to submit a detailed line item budget and budget justification.
 - i. No more than 10 percent (10 %) of the grant funds may be used for program administration.

Items (b.) through (g.) must be addressed in a proposal that is no more than ten (10) pages, double spaced. The grant application cover sheet, budget form and the additional required documents listed in Section 10 shall not count against the ten (10) page limit.

Please note for item (h), all funds must be expended by December 31, 2012. Unexpended funds must be returned to the Attorney General's Office by January 18, 2013.

5. Additional Required Documents.

Applications must also include the satisfactory completion of all required documents (listed below) by the RFP deadline of **4pm on Friday, October 22, 2010** in order to be considered eligible for funding. These documents can also be found at www.mass.gov/ago/grants. Required documents include:

- 1) Commonwealth Terms and Conditions*
- 2) Request for Taxpayer Identification Number and Certification* (Form W-9)
- 3) Authorized Signatory Form* (This form contain two pages, both of which are required.)

*Please provide all information **except signature**. Since an original ink signature cannot be executed via email, these forms will be returned to successful applicants upon grant award notification. Grantees will be required to provide original ink signatures on the previously completed forms within two weeks of receiving the grant award letter. In addition, successful applicants will be required to execute the Commonwealth Standard Contract and the Authorization for Electronic Funds Transfer upon contract award.

6. Application Deadline.

Proposals are to be delivered electronically (via email) to AGOgrants@state.ma.us no later than **4:00 p.m. on Friday, October 22, 2010**. All applicants will receive an email notification confirming receipt. Proposals will not be accepted via any other delivery method. Proposals not meeting this deadline will not be considered.

When submitting your grant proposal, please include "Promoting Health and Reducing Health Disparities Grants" in your e-mail subject line.

Any application that does not meet the submission requirements may be considered non-responsive and may be disqualified without further evaluation. The AGO may, at its discretion, determine that non-compliance is insubstantial and can be corrected, or that an alternative proposed by the applicant is an acceptable substitute. In such cases, the AGO may seek clarification and/or allow the applicant to make minor corrections.

7. Bidders' Conference calls:

Bidders' conference calls are optional. They are offered to provide an opportunity for prospective applicants to go over the grant requirements and ask questions. The calls will be held on Tuesday, September 21, 2010 at 10 am and Tuesday, October 5, 2010 at 10 am. Interested applicants should email AGOgrants@state.ma.us to request the dial in toll-free number and access code to join the call on either date. To ensure that you receive information for the bidders' conference call, please include in your e-mail subject line "Promoting Health and Reducing Health Disparities Grants Conference Call".

8. Disbursement of Grant Funds.

Direct payments will only be made by Electronic Funds Transfers to the grantee. 25% of each grant year funds shall be disbursed at the commencement of each grant year and 25% will be disbursed at the midpoint of each grant year. Disbursements are contingent upon the timely submission and approval of all required program and financial reports.

9. Reporting Requirements.

Grant recipients are required under the terms of the grant to provide three budgetary and program narrative reports and one final report to AGO. Participating programs must adhere to all mandatory fiscal and program administration guidelines and disbursement of funds will be dependent upon timely submission of all required reports.

10. Important Dates.

1. RFP announcement – September 1, 2010
2. RFP Conference Call 1 – September 21, 2010 10:00AM
3. RFP Conference Call 2 – October 05, 2010 10:00AM
4. RFP Due – October 22, 2010 4:00PM
5. Grantees Announced – on or around November 22, 2010
6. First reporting period – January through June 2011
 - a. Reports due – July 15, 2011
7. Second Reporting Period – July – December 2011
 - a. Reports Due – January 20, 2012
8. Third Reporting Period - January through June 2010
 - a. Reports Due – July 15, 2012
9. Final Reporting Period - July – December 2012
 - a. Report Due - January 18, 2013
10. Unspent funds Due – January 18, 2013

11. Public Records.

All responses and information submitted in response to this call for applications are subject to the Massachusetts Freedom of Information Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

12. Reasonable Accommodations.

Applicants with disabilities that seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to the contact person **no later than Monday, October 18, 2010 at 4:00 PM**. Requests for accommodation will be addressed on a case-by-case basis. An applicant requesting accommodation may be required to confirm his or her request in writing to the contact person. The request must state that it is based on a disability and specifically identify the accommodation desired. Although entities of the Commonwealth will make all reasonable efforts to accommodate the requests of applicants with disabilities, they reserve the right to reject unreasonable requests.

13. Questions.

Questions regarding this RFP may be submitted to AGOgrants@state.ma.us by email only, **no later than Wednesday, October 20, 2010**. All questions received and answers provided regarding this RFP will be posted on our website, www.mass.gov/ago/grants.